

APPENDIX G: DEFINITIONS

<i>Term</i>	<i>Definition</i>
Administration for Children and Families (ACF)	A division of the US Department of Health and Human Services funding State, territory, local, and tribal organizations to provide family assistance (welfare), child support, child care, Head Start, child welfare, and other programs relating to children and families.
Administrative Office of Courts(AOC)	The centralized administrative office for the Alabama court system.
Adoption and Foster Care Analysis and Reporting System (AFCARS)	ACF report that collects case level information on all children in foster care for whom State child welfare agencies have responsibility for placement, care or supervision and on children who are adopted under the auspices of the State's public child welfare agency. AFCARS also includes information on foster and adoptive parents.
Adoption and Safe Families Act (ASFA)	ASFA sets the timeframe for achieving permanency goals as the 24 months from the date the child entered care.
Adoption Firewall	An adoption firewall is a barrier that prevents non-assigned users from having direct access to a child's record once they are placed in an adoptive placement. Users without a direct assignment to the case cannot enter. An adoption firewall is created at the point that a child is deactivated from their original case record and is entered in a new case with the adoptive parents.
Adult Day Care Payment System (ADCPS)	The Adult Day Care Payment System (ADCPS) captures data on clients receiving day care services. It consists of a process of submitting forms to finance for batch processing. There are approximately 140 active payments on this system.
Adult Protective Services Division (APSD)	The DHR division charged with supporting counties in protecting the elderly or any individual 18 years or older.
Adult Protective Services (APS)	By statute, Alabama must receive reports, investigate, arrange services and file emergency petitions for services or placement for adults 18 years of age or older who are physically or mentally unable to protect themselves and who have no one ready, willing and available to protect them or/and who are suspected of being abused, neglected, or

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	exploited.
Alabama Child Welfare Information System (ACWIS)	ACWIS is a mainframe, client oriented management information system designed for use by all levels of staff within CPS. The system aids workers in decision making in the areas of management, service delivery, fiscal management and policy. ACWIS consists of four subsystems, namely Client, Provider, Support, and Payment.
Alert (aka tickler)	A preset textual reminder that appears at a specified time and date to alert the worker to take a particular action; alerts can be initiated by system actions or manually by workers.
Allegation	A statement asserting abuse, neglect or exploitation.
Another Planned Permanent Living Arrangement (APPLA)	This is a permanency goal for children in foster care and requires court approval/concurrence.
At Risk (AR)	A child identified as being at risk of maltreatment.
Authorization of Services/Purchase Order (1878)	A form utilized within DHR to authorize payment. Service authorizations and their final disbursements should indicate a service description, unit costs, and totals. Required signatures include those of the worker requesting services, supervisor and county director.
Capitation for Medicaid Billing (Referred to as “caps”)	Method of payment for health services in which a physician, hospital or provider is paid a fixed amount for each enrollee regardless of the actual number or nature of services provided to each person. The term usually refers to a negotiated per capita rate to be paid periodically, usually monthly or by services.
Case Record	The Department of Human Resources maintains service case records on those individuals and families who are receiving services or have received services from the State. The case record provides the State with historical and current information on the individual and family that assists child and adult welfare staff to make informed decisions on how to best serve the individual and family. A case record is comprised of a client and associated participants for which the State is providing services. Service case records must: provide historical information; maintain on-going assessments of individual family members’ strengths and needs; substantiate

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	the provision of initial and on-going services through the individualized service planning process; Identify and document an individual's or family's progress relative to safety, permanency, and well-being; provide the basis for disapproving, changing, or terminating services; document casework decisions to achieve desired outcomes; substantiate decisions to approve, deny, renew or revoke an approval or license of a resource (e.g., foster family home, day care home, group day care home); verify compliance with State and Federal mandates, policy, and audits (e.g., financial); and provide information needed to evaluate child welfare practice and system performance.
Chafee Act (1999)	The Foster Care Independence Act of 1999 established the John H. Chafee Foster Care Independence Program. This program incorporates and expands the former Independent Living Program (ILP) and expands services for after care youth ages 18-21 who have exited care at age 18 or after, but have not reached age 21.
Child Abuse and Neglect (CA/N)	Harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse
Child Abuse Prevention Treatment Act (CAPTA)	Federal legislation to improve and strengthen child protective services.
Child Protective Services (CPS)	Office within Family and Children's Services directed toward preventing or remedying the abuse/neglect of children who are under the age of eighteen (18) and are unable to protect themselves.
Child Support Enforcement (CSE) (IV-D)	Child Support Enforcement Division is a joint Federal/State effort to help families establish paternity (when necessary), obtain orders for payment of child support, and secure compliance with child support court orders.
Client	A person requesting or utilizing the services of DHR.
Cohort Data	Data on a group of children who initially enter into foster care due to the same significant event in a specified time period.
Comprehensive Family Assessment (CFA)	The process of gathering information from and about child and family in order to gain an understanding of needs to be

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	addressed and to evaluate progress toward meeting those needs.
Department of Human Resources (DHR)	The agency within Alabama that administers Child Support Enforcement, Family and Children’s Services, Food Stamps, Family Assistance, Day Care, and other human services related programs.
Department of Mental Health /Mental Retardation (DMH/MR)	The Alabama agency that provides a comprehensive system of outpatient and residential services for adults with serious mental illness/mental retardation and children with severe emotional disorders.
Department of Youth Services (DYS)	The State agency that is responsible for administering to the needs of juvenile offenders through the use of institutional, educational, and community services that balance the rights and needs of victims, communities, courts, and offenders.
Due Process	Rules in place to ensure that the rights of individuals are protected. Deals mainly with the right to receive timely notice of legal or administrative proceedings.
Early and Periodic Screening, Diagnostic & Treatment (EPSDT)	The Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) service is Medicaid's comprehensive and preventive child health program for individuals under the age of 21.
Early Intervention	Early Intervention provides financial and technical support to the more than 60 community programs that provide early intervention services and expertise to eligible families.
Electronic Data Systems (EDS)	Technical contractor for the Alabama Medicaid Agency program. DHR sends an electronic claims file to Medicaid through EDS.
Emergency Assistance (EA)	The Emergency Assistance (EA) Program is aimed at maximizing Federal funding for child welfare services in order to provide for improved services to families and for earlier return of children to their own homes
External Inquiry Transaction	External inquiry transactions are described as an interface to another information system that reads information and displays it at the user’s workstation.
External Update Transaction	External update transactions are described as an interface to another information system that updates existing information

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	or creates new information.
FACETS	The Title IV-A system for the State of Alabama that supports TANF (Temporary Assistance to Needy Families) requirements.
Family Services Division (FSD)	The division of DHR responsible for helping families receive the least disruptive services they need, when they need them, and for only as long as they need them in order to maintain children in or return them to a safe, stable home.
Family Services System (FSS)	FSS is a stand-alone mainframe based system accessed through the ACWIS main menu. There are six primary case types that are registered on FSS: Child Protection, Home Evaluations, Court Ordered Supervision, Child Protection Services Prevention, Independent Living Program, and Children in Need of Supervision.
Federal Claiming Billing System (FCBS)	The primary function of this mainframe database is to enter Targeted Case Management encounters billed for Medicaid Reimbursement. Also, FCBS tracks all adults opened for adult services.
Federally Funded Foster Care Medicaid (IV-E)	(Federal Medicaid) Foster care maintenance payments cover costs for and associated with providing food, clothing, shelter, daily supervision, school supplies, personal incidentals, medicine chest supplies, liability insurance with respect to a child, and reasonable travel for visitation. FCMP listings are the same as IV-E.
Federal Employer Identification Number (FEIN)	Identification number issued to employers by the IRS.
Guardians Ad Litem (GALs)	A guardian ad litem is a special guardian appointed by the court to prosecute or defend, on behalf of a child/adult, a suit to which the child/adult is a party.
Health Insurance Portability and Accounting Act (HIPAA)	Federal act affording privacy protections for patients by limiting the ways that health plans, pharmacies, hospitals and other covered entities can use patients' personal medical information.
Home Study (aka Home Evaluation)	The purpose of the home study is to determine whether a home environment can offer safety, security, stability and whether it is in the best interest of the child.

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ICPC Form 100A	The Federal notice of the intention and request to place a child out-of-state and to conduct an investigation that is sent from one State to the other in an ICPC case.
ICPC Form 100B	The Federally approved notice used in ICPC cases to (1) confirm that an approved placement in accordance with the Compact has been made, (2) withdraw a request prior to the home study (3) indicate that an approved resource will not be used (4) to report a change in placement resources and/or type of care, (5) to report change of address, or (6) to close and ICPC case.
ICPC Priority 7 Placement	A Priority 7 ICPC placement occurs when a court determines that a proposed placement of a child from one State into another State is necessary.
Imminent Risk of Placement	Family conditions and circumstances that threaten child safety are present and interacting in such a way that it leads a reasonable person to conclude that there is a very high likelihood that a child will need to be placed.
Income Eligibility Verification System (IEVS)	A DHR mainframe system that manages the online access (security) for many other DHR applications and provides eligibility determination information, such as SSN verification and wage information.
Incident	An occurrence or event that precipitates an abuse, neglect and/or exploitation report.
Independent Living Program (ILP)	The ILP is a program designed to guide youth toward success as adults. The program provides services to all youth ages fourteen (14) and older served by DHR. This includes youth in DHR custody, receiving on-going protective, as well as those eighteen through twenty years who (1) have been discharged from the system of care, (2) were in foster care on or prior to their eighteenth birthday, and (3) who have returned to DHR to request services.
Indian Custodian	Any Indian person who has legal custody of an Indian child under tribal law or custom or under State law or to who temporary physical care, custody, and control has been transferred by the parent of such child.
Indicated	Indicated refers to an allegation that, after investigation, there are grounds for supposing or inferring the existence or

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	presence of an alleged abuse, neglect or exploitation.
Individualized Service Plan (ISP)	The ISP is used to document information about the planning and delivery of services for children and families who are receiving on-going child welfare services from DHR. It is a single, family-focused document, which includes all the family members as well as any children in out-of-home care placements. The ISP serves as an organizer of case activity and a tool for communicating with the children, their family members, and other ISP team members. It also serves as the case plan to meet Federal and State statutory requirements as well as DHR policies.
Initial Assessment	A family centered evaluation conducted for the purpose of identifying the presence of child abuse/neglect and safety threats. The evaluation is used as a basis to determine whether there is a risk of serious harm to the children, and hence, a need for ongoing service delivery.
Internal Inquiry Transaction	Internal inquiry transactions are any transaction that reads information and displays it at the user's workstation.
Internal Update Transaction	Internal update transactions are any transactions that update existing information or create new records.
Interstate/Intercountry Compact for the Placement of Children (ICPC)	Provides guidelines and procedures to ensure protection and service to both children brought into and children going out of State, and is binding in all fifty (50) States, including the Virgins Islands and the District of Columbia.
Interactive Checklist	A checklist contained within the SACWIS system that aids social workers in completing certain processes. To the extent possible, the checklist should be interactive; meaning that the system should automatically check-off items from the checklist as complete that it has knowledge of.
Major Site	Major sites are defined as those areas with T-1 lines. All DHR State Offices have T-1 lines.
Medicaid (Title XIX)	Medicaid is a program that pays for medical assistance for certain individuals and families with low incomes and resources. This program became law in 1965 and is jointly funded by the Federal and State governments (including the District of Columbia and the Territories) to assist States in providing medical long-term care assistance to people who

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	meet certain eligibility criteria.
Mental Health Counseling (MHC)	Is provided for protective service clients who need treatment by individual interview, group counseling, family counseling and/or collateral counseling.
Multi-Ethnic Placement Act (MEPA)	A Federal law enacted in 1994 and implemented through the State policy. The Multi-Ethnic Placement Act of 1994 prohibits the delay or denial of any adoption or placement in foster care due to the race, color, or national origin of the child or of the foster or adoptive parents and requires States to provide for diligent recruitment of potential foster and adoptive families who reflect the ethnic and racial diversity of children for whom homes are needed. The 1996 amendment affirms the prohibition against delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of the foster or adoptive parents or of the child involved.
National Child Abuse and Neglect Data System (NCANDS)	Collects aggregate data from States' SACWIS systems on child protective services (CPS) and the characteristics of children served by CPS agencies.
Office of Child Welfare Eligibility (OCWE)	An office within DHR's Family Services Division that determines and re-determines child eligibility for IV-E and other Federal programs.
Office of Financial Resource Management (OFRM)	An office within DHR's Family Services Division that provides financial management services and support to the Division of Family Services.
Other State Agency <u>or</u> Out-of-State Agency (OSA)	Other State agencies outside of the State of Alabama <u>or</u> an Alabama State agency other than the State of Human Resources.
Program Effort (PE) Code	The Program Effort Code (PE Code) is a personnel code indicating what funding source the worker's time is to be charged to.
Person Allegedly Responsible (PAR)	Any person, age fourteen (14) years or older when the alleged abuse/neglect/exploitation occurs, who is identified as being responsible for the abuse/neglect/exploitation.
Prevention	The act of hindering or impeding abuse, neglect, and/or exploitation of children.

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Putative Father Registry	A putative father – a man who assumes or alleges to be the father of a child – can register with the Department of Human Resources’ Office of Adoption prior to the birth of the child or within a 30-day period after the child’s birth, to be eligible for notification of any and all adoption proceedings involving the child. The Department of Human Resources, through this Putative Father Registry, will provide information to the court in which the adoption petition has been filed. The law then requires the court to give notice of the proceedings to the putative father and the birth mother listed by the putative father in the registry.
Quality Assurance System (QA)	The QA system in Alabama monitors, evaluates and provides feedback to the State on the performance of the system of care and whether services provided are of sufficient intensity, scope and quality to meet the individual needs of children and their families.
Quality Service Review (QSR)	Quality Service Review is a review conducted by State and Local Quality Assurance (QA) to determine "best practice outcomes" for families and children. The review involves a review of the case record and interviews with the child, birth family, foster parents, providers and social worker. The QSR protocol is completed and ratings are made based on information gathered from interviews, observations and the case record.
R.C. Employee Type	RC Employee Type is a designation for type of work done as an RC Worker.
R.C. Utilization	The percentage of time a worker spends on cases designated as RC cases.
R.C. v. Walley Consent Decree (R.C. Consent Decree)	The R.C. lawsuit was filed in United States District Court against the Commissioner of DHR in 1988 on behalf of a child who was then in the custody of DHR. The suit alleged that DHR had not maintained systems to ensure that emotionally disturbed or behaviorally disordered foster children were adequately provided for when placed in the foster care system. The case was settled by the agreement of the parties and a consent decree was signed and approved by the Federal judge in 1991. The settlement required that DHR create a new system of care for the child welfare program. DHR's efforts to convert child welfare practice in all the counties to the "System of Care" described in the Consent

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	Decree are ongoing.
Remote Site	Remote sites are defined as DHR county offices and two sites not located in a DHR county office. All county DHR offices and DHR remote sites have T-1 lines. The two remote sites are: Children’s Hospital in Birmingham (1 ASSIST worker) and the Child Advocacy Center in Cullman (2 ASSIST workers).
Report of Harm	Refers to a notice of an injury or trauma affecting a child or an adults 18 years of age or older who are physically or mentally unable to protect themselves and who have no one ready, willing and available to protect them or/and who are suspected of being victims of such.
Residential Care Facility	A structured 24-hour Care Facility with staff that provide psychological services to help severely troubled children overcome behavioral, emotional, mental, or psychological problems that adversely affect family interaction, school achievement, and peer relationships.
Restricted Case Record	A status that, when applied to a specific case, means access to the case material (written or automated data) is limited to designated individuals. Access to restricted cases is determined according to security levels assigned by county DHR directors and SDHR supervisors.
Risk Assessment	CPS Prevention assessment (risk assessment) is the process used by child welfare staff to gather, analyze, and make decisions about children who may be at risk of maltreatment. This process is designed to determine whether family conditions and circumstances are presenting risks that are significant enough to warrant on-going services to prevent child maltreatment.
Safety Plan	A safety plan is a plan that outlines immediately available services and persons to control present or impending danger threats to children. The plan includes staff as well as other persons who are capable and in agreement of being a part of the plan.
Serious Crimes	The term “serious crimes” means criminal acts that involve bodily injury and substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or

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	mental faculty. When a child’s parent has: <u>committed</u> murder or voluntary manslaughter of one of their other children; aided or abetted, attempted, conspired, or solicited to <u>commit</u> murder or voluntary manslaughter of another one of their children; or <u>committed</u> a felony assault which resulted in the serious bodily injury to the child or one of their other children.
Service Providers	Individuals, families, agencies or organizations that provide or could provide service(s) to children/adults and families.
Service Tracking, Accounting and Claiming System (STAC)	The Service Tracking, Accounting and Claiming System is designed to allow counties to report service and expenditure information for children and families receiving services from the Department of Human Resources.
Severely Emotionally and Behaviorally Disturbed (SEBD)	A DHR system that tracks children with severe emotional and behavioral problems.
SOBRA Medicaid	Coverage for the SOBRA Medicaid program is available for pregnant women and children. These children may be living in one or two parent families. To be eligible for SOBRA Medicaid, you must: be a child under age 19, be a pregnant woman, be a woman aged 19 - 44 (for family planning services only), be a resident of Alabama, be a U.S. citizen or be in satisfactory immigration status, and meet the income standards
Supplemental Security Income (SSI)	A monthly check to elderly, disabled or blind individuals who meet eligibility requirements. Children are considered “disabled” for SSI purposes if their handicap affects their ability to do things and behave like other children their age.
Special Needs Children	Children whose emotional or physical disorders, age, race, membership in a sibling group, a history of abuse, or other factors contribute to a lengthy stay in foster care. Common special needs conditions and diagnoses include: serious medical conditions; emotional and behavioral disorders; history of abuse or neglect; medical or genetic risk due to familial mental illness or parental substance abuse.
State Department of Human Resources (SDHR)	Central administrative office for the State – located in Montgomery

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System of Care	System of Care is a term used to identify the methodical child welfare system used by DHR to prevent and remedy abuse, neglect and exploitation.
Targeted Case Management (TCM)	A program of case management services to assist specifically identified groups of persons in gaining access to needed medical, social, educational, and other services
Temporary Assistance to Needy Families (TANF)	TANF became effective July 1, 1997, and replaced what was then commonly known as welfare: Aid to Families with Dependent Children (AFDC) and the Job Opportunities and Basic Skills Training (JOBS) programs. Temporary Assistance for Needy Families (TANF) provides assistance and work opportunities to needy families by granting States the Federal funds and wide flexibility to develop and implement their own welfare programs.
Termination of Parental Rights (TPR)	The termination of parental rights (TPR) is one avenue towards achieving permanence for children, and TPR should be pursued when there is a reasonable expectation that permanency can be achieved.
Title IV-A	Title IV-A of the Social Security Act. See TANF. Provides framework for States' Public Assistance programs.
Title IV-B	Title IV-B of the Social Security Act. Awards competitive grants for expanded academic enrichment opportunities for children attending high poverty schools. Tutorial services and academic enrichment activities are designed to help students meet local and State academic standards in subjects such as reading and math. In addition, programs may provide youth development activities, drug and violence prevention programs, technology education programs, art, music and recreation, counseling, and character education to enhance the academic component of the program.
Title IV-D	Title IV-D of the Social Security Act. Provides framework for States' Child Support Enforcement programs.
Title IV-E (IV-E)	Title IV-E of the Social Security Act. A Federal program to aid children in foster care that meets Federal requirements for eligibility in the program.
Title XX	Title XX of the Social Security Act. Provides a block grant to States for social services to furnish services directed at the

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	goals of achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency; and to preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families;
Transaction	A transaction is defined as the elapsed time from the point a user starts an interaction (by clicking or pressing a button or menu item) until a response screen is completely refreshed to the user. This means that the client side software must send a request across the network, have it received and processed at the server and the response containing both data and presentation logic passed back again through the network to the end user.
V629 Diagnosis	A brief cognitive screening measure that assesses orientation to time and place, attention, immediate and recall memory, and constructional ability.
Without Regard to Income (WRTI)	An individual may be eligible for assistance without income.
Worker Classification	The payroll classification utilized by the DHR Personnel Division.